

March 2006

<u>Start Date</u>	<u>Class Title</u>	<u>Room</u>	<u>Time</u>
6	* Officer Assignment Information System	S207	0800-1100
6	* Outlook 2000 Intermediate/Advanced	S209	
7	Annual EO Refresher	S201D	0800-0915
7	* Enlisted Assignment Information System	S207	0800-1500
7	Grammar and Usage Seminar	N201A	
7	Change and Win (Replaces "Who Moved My Cheese")	S201F	0800-1130
7	Change and Win (Replaces "Who Moved My Cheese")	S201F	1230-1600
7 - 8	* Detailer Communications - Skills & Strategies	N201B	
8	* Online Distribution Information System	S207	1300-1500
8 - 10	Human Resources Management: Introduction	N201A	
8	* Online Distribution Information System	S207	0800-1100
9	Resumix	S209	0800-1500
9	* Active Readiness Information System	S207	0800-1000
9	Change and Win (Replaces "Who Moved My Cheese")	S201F	0800-1130
9	Change and Win (Replaces "Who Moved My Cheese")	S201F	1230-1600
13	* PowerPoint 2000 Intermediate	S207	
13 - 14	Customer Service - Skills & Strategies	N201B	
14	Handling Information Overload	S207	1230-1600
14	Pre-Retirement Planning (CSRS)	N201A	
14	Change and Win (Replaces "Who Moved My Cheese")	S201F	0800-1130
14	Change and Win (Replaces "Who Moved My Cheese")	S201F	1230-1600
15	Pre-Retirement Planning (FERS)	N201A	
15	* Excel 2000 Advanced	S207	
16	Basic Naval Correspondence Course	N201B	
16	Change and Win (Replaces "Who Moved My Cheese")	S201F	0800-1130
16	Change and Win (Replaces "Who Moved My Cheese")	S201F	1230-1600
16	Pre-Retirement Planning (CSRS & FERS) – Mid-Career	N201A	
16	* Access 2000 Advanced	S207	
20 - 24	Project Management Boot Camp	S201E	
20	* Officer Assignment Information System	S209	0800-1100
21 - 22	Manpower, Personnel and Training Course	N201A	0730-1600
21	Change and Win (Replaces "Who Moved My Cheese")	S201F	0800-1130
21	Change and Win (Replaces "Who Moved My Cheese")	S201F	1230-1600
21	ADAMS for Supervisors	S201D	
21	* Enlisted Assignment Information System	S209	0800-1500
22	* Online Distribution Information System	S209	1300-1500
22	* Online Distribution Information System	S209	0800-1100
22	Action Officer Course	S207	
23 - 24	Manpower, Personnel and Training Course	N201A	0730-1600
23	Coping and Stress	N201B	
23	* Access 2000 Intermediate	S209	
23	* Active Readiness Information System	S207	0800-1000
23	Time and Attendance	S201F	
23	Change and Win (Replaces "Who Moved My Cheese")	S201F	0800-1130
23	Change and Win (Replaces "Who Moved My Cheese")	S201F	1230-1600
28	Turbo Prep Message System	S207	0900-1000
28	The Seven Habits of Highly Effective People	S201E	
28 - 30	Professional Selling Skills	N201B	

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28	Change and Win (Replaces “Who Moved My Cheese”)	S201F	0800-1130
28	Change and Win (Replaces “Who Moved My Cheese”)	S201F	1230-1600
28	Communication Skills, Part II	N201A	
30	Change and Win (Replaces “Who Moved My Cheese”)	S201F	0800-1130
30	Change and Win (Replaces “Who Moved My Cheese”)	S201F	1230-1600
30	* Writing Advantage: FranklinCovey	S201E	

Note: Unless otherwise noted, all classes will be held in Goetsch Hall (768) from 0800-1600. Room G-107 is located in Whitten Bldg (791). March dates are tentative and subject to change prior to class convening date.

To enroll in a class, please email Wanda.Meredith@navy.mil or call 874-4960.

***These classes are limited to NPC personnel only.**